

February 10, 2004

Honorable Chairman and Members of the
Public Works Commission

Regular Meeting of
February 18, 2004

PUBLIC WORKS PRIVATE DEVELOPMENT/PLAN CHECK PROCEDURE MANUAL

Recommendation:

It is recommended that the Public Works Commission receive and file THE Public Works Procedural Manual for new private development.

Summary:

Staff has prepared the attached Procedural Manual to assist applicants with Public Works approval of new development. The biggest change we have implemented over the last year has been the requirement to submit separate plans (referred to as "C" sheets) from the Building Permit plans. This allows Public Works to perform concurrent review with the Building Department, thus expediting the plan check process for issuance of a building permit. The Standard Plans included in the manual have been partially digitized so that when completed, the entire manual can be made available on the City's website. Staff believes this manual will greatly improve the quality of plans received which in turn will save both the applicant and staff the time now needed to approve plans for permit issuance.

Attachment: Public Works Procedure Manual

Respectfully submitted,

Richard D. Morgan, P.E.
Director of Public Works/City Engineer